

February 22, 2001

To: Members, Library of California Board

From: Diana Paque, Director  
Library of California

Tom Andersen, CLSA Program Coordinator

Subject: Library of California Board actions February 14-16, 2001

**Purpose of the Library of California Act:**

The Legislature finds and declares that it is in the interest of the people of the state to ensure that all Californians have free and convenient access to all library resources and services that could provide essential information and enrich their lives; and, to respond fully and successfully to these information needs and to the diversity of California's population, libraries of all types and in all parts of the state must be enabled to interact, cooperate, and share resources. This policy shall be accomplished by enabling libraries of all types and in all parts of the state to provide their users with the services and resources of all libraries in this state, and by assisting libraries to provide and improve services to the underserved.

**Library of California Board Mission and Vision Statements:**

*Mission Statement:* The Library of California Board builds and supports the sharing of resources among all libraries for all Californians.

*Vision Statement:* The Library of California Board will be the nationally recognized leader of a dynamic statewide system of quality library services.

To achieve the purpose of the Act, the following actions were taken at the Library of California Board meeting in Riverside on February 14-16, 2001:

**Adoption of Agenda**

1. It was moved, seconded (Fong/Kallenberg) and carried unanimously that the Library of California Board adopts the agenda as presented.

**Approval of Minutes**

2. The draft minutes of the November 10, 2000 Library of California Board meeting were approved as corrected.

**Resolution 2001-01**

3. It was moved, seconded (Fong/Tuttle) and carried unanimously that the Library of California Board adopts "Library of California Resolution 2001-01" for Mike Spence as Library of California Board Member for his contributions to the libraries and people of the State of California. (See Attachment A)

### **Board Travel and Training Policy**

4. It was moved, seconded (Kallenberg/Fong) and carried unanimously that the Library of California Board adopts the LoC Board Travel and Training Policy/Guidelines, as revised, and that the Policy/Guidelines be included in the minutes of this meeting. (See Attachment B)

### **Legislation**

5. It was moved by the Legislation Committee (Steinhauser) and carried unanimously that the Library of California Board President and the Legislation Committee Chair continue to monitor the status of Library of California funding for 2001/02 and that they undertake activities to support legislative augmentation of the Library of California programs and services consistent with the Board's overall goal of full funding for the Library of California.

### **Regional Library Network Development**

6. It was moved, seconded (Kallenberg/Lowenthal) and carried unanimously that the Library of California Board approves the 111 institutions and their 344 participating libraries included in Table 1, Completed Charter Member Applications, as charter members of the specified regional library network effective immediately, and that state-funded member benefits for their participating libraries commence immediately. (See Attachment C)
7. It was moved, seconded (Kallenberg/Purucker) and carried unanimously that the Library of California Board approves the additional participating libraries for Paradise Unified School District and San Bernardino Unified School District, with state-funded benefits to commence immediately.
8. It was moved, seconded (Kallenberg/Purucker) and carried unanimously that the Library of California Board considers regional library network affiliation requests annually at the April Board meeting.

### **Special Services Program - Literacy**

9. It was moved, seconded (Tuttle/Purucker) and carried unanimously that the Library of California Board authorizes its Chief Executive Officer to allocate, as soon as the state budget makes them available, the 2001/02 California Library Literacy Service Act funds to an estimated 5 new library jurisdictions, 16 existing 2<sup>nd</sup> through 5<sup>th</sup> year programs and matching funds paid at an estimated 16% to local programs in their 6<sup>th</sup> and subsequent years of library literacy service.

**Special Services Program – Literacy continued**

10. It was moved, seconded (Tuttle/Lowenthal) and carried unanimously that the Library of California Board authorizes its Chief Executive Officer to allocate, as soon as the state budget makes them available, the 2001/02 California Library Services Act Families for Literacy funds to an estimated 80 library jurisdictions in accordance with the provisions of Education Code Section 18735 to local participants based upon the criteria set forth in the Families for Literacy application materials and prior performance in the Program, where applicable.

**CLSA Consolidations and Affiliations**

11. It was moved by the CLSA Transition Committee (Purucker) and carried unanimously that the Library of California Board approves the affiliation of the Irwindale Public Library with the Metropolitan Cooperative Library System effective July 1, 2001, and waive the September 1, 2000 filing date for 2001/02 affiliations.
12. It was moved by the CLSA Transition Committee (Purucker) and carried unanimously that the Library of California Board approves the proposed change in System membership for the Colusa County Free Library from the North State Cooperative Library System to the Mountain Valley Library System effective July 1, 2001, and waive the September 1, 2000 filing date for 2001/02 affiliations.

**Library of California Planning Session**

13. It was moved, seconded (Fong/Purucker) and carried unanimously that the Library of California Board adopts the 2001 objectives developed at its February 16, 2001 planning session and provided as a February 16, 2001 addendum to the meeting's agenda packet. (See Attachment D)

Attached also is the Library of California Board Meeting Schedule and a calendar of meetings, events and deadlines for 2001. (See Attachment E)

DP/TA:wg  
Attachments A-E

**LIBRARY OF CALIFORNIA BOARD  
RESOLUTION 2001-01**

***WHEREAS**, the Library of California Board desires to recognize the distinguished contributions of one of its members on the occasion of the conclusion of his term of service as a member of the Board; and*

***WHEREAS**, the Board wishes to honor him for his outstanding public service representing the public-at-large since his appointment by past Assembly Speaker Curt Pringle on April 19, 1996; and*

***WHEREAS**, it should be noted that he continues to serve as an elected member of the West Covina Unified School District and is a current Board member of the East San Gabriel Valley Regional Occupational Program, and has served as President of both organizations. He is a Life Member of the Friends of the Library in West Covina where he, his wife Marielena and daughter Reagan reside; and*

***WHEREAS**, it should be noted that he served with distinction as the Chair of the California Library Services Act Transition Committee, past Chair of the Budget and Resource Sharing Committee for two consecutive years, valued member of the Legislative Committee and Equal Access/TBR ad-hoc Committee; and when asked, took on a third committee, the Library of California Support Services Committee, in order to provide his expertise on major issues being addressed within the Library of California; and*

***WHEREAS**, it should be noted that he gave of his time to fulfill the Board's commitment to preside at public hearings held throughout the state on Library of California regulations, was instrumental in providing advocacy training to Library of California Board members, and initiated the inception of the Distinguished Library Award and presided as Chair of the ad-hoc committee.*

***NOW, THEREFORE, BE IT RESOLVED**, that*

*the Library of California Board  
extends its sincere appreciation and deep regard to*

**MICHAEL SPENCE**

*for his contributions to the libraries and people  
of the State of California*

***Adopted: February 15, 2001***

## **LoC Board Travel and Training Policy/Guidelines**

Library of California Board member travel is governed by the California State Library *Travel Guide*, October 1993 and subsequent updates. The basic guidelines are outlined in Attachment A to this document, *Travel Reimbursement Guidelines*.

Please note: If your travel plans are an exception to the stated policies, please inform the LoC Director prior to your travel event. In some cases you cannot be reimbursed unless there is a sufficient justification for the exception. For example: Using a private car to travel between Southern California and Northern California in lieu of using the state-provided travel on commercial airlines.

### **Reimbursable Travel and Expenses:**

- Board members will be reimbursed for travel and expenses related to Board meetings. Members will be reimbursed for lodging the night before a Board meeting if it is necessary to travel the day before in order to start at the designated hour.
- Board members assigned to standing or ad-hoc Board committees will be reimbursed for travel and expenses to attend committee meetings and for travel and expenses required to conduct committee business.
- Board members will be reimbursed for travel and expenses to attend the California Library Association Conference, for a maximum of the early-bird registration fees.
- Board members will be reimbursed for travel and expenses for attending meetings at the request of the Board President or the Board, subject to the availability of funds.
- Out-of-state travel by Board members will not be reimbursed unless the trip is included in the State Library's out-of-state travel blanket request, submitted to the Department of Finance prior to the beginning of each fiscal year.
- Library of California staff will monitor travel and expenses and confer with the President as needed.

### ***Training:***

- Training for Board members must be approved by the Board at its meetings and is subject to the availability of funds.

## **Travel Reimbursement Guidelines**

### ***Travel by Air***

It is the policy of the State of California that employees should travel by aircraft when it is the most efficient and least costly method for conducting official business.

Air travel is booked through the state travel agency. The agency has a travel profile for each Board and staff member.

445 Travel  
(800) 350-0455  
(916) 448-6100 Voice  
(916) 448-1410 Fax

### ***Meals:***

Per diem for meals:

Breakfast:     \$ 6.00  
Lunch:         \$10.00  
Dinner:         \$18.00

Time frames:

Fractional day: trip of less than 24 hours

Trip must begin at or before 6am and end at or after 9am to claim breakfast

Trip must begin at or before 4pm and end at or after 7pm to claim dinner

***No lunch may be claimed***

Fractional day: after 24 hours of travel

Trip ends at or after 8am: may claim breakfast

Trip ends at or after 2pm: may claim lunch

Trip ends at or after 7pm: may claim dinner

First day: trip of more than 24 hours

Trip begins at or before 6am; may claim breakfast

Trip begins at or before 11am; may claim lunch

Trip begins at or before 5pm; may claim dinner

**TABLE 1**  
**Completed Charter Member Applications**

**Golden Gateway**

Alliant University/San Francisco Bay	Palo Alto City Library
Bodega Marine Laboratory	Patten College
Bernard E. Witkin Alameda County Law Library	Peralta Community College District
Branson School	Petaluma City Schools
Burlingame Public Library	Reed Union School District
Cabrillo College	Redwood City Public Library
California Institute of Integral Studies	St. Andrew's School
California State University Hayward	Saint Mary's College of California
California State University Monterey Bay	Saint Patrick's Seminary
Carondelet High School	San Domenico School Library
Contra Costa County Library	San Jose/Evergreen Community College District
French American International School	San Jose Public Library
Gateway Charter High School	San Mateo County Office of Education
Gavilan Community College	San Mateo County Library
Hartnell College	San Mateo Union High School District
Hayward Public Library	San Rafael Public Library
Holt Labor Library	Santa Catalina School
Jefferson Union High School District	Santa Clara City Library
Kentfield School District	Santa Clara County Library
Lake County Library	Santa Clara University
Larkspur Public Library	Santa Cruz City Schools
Las Positas College	Solano Community College
Livermore Public Library	Sonoma State University
Los Gatos Public Library	Tehiyah Day School
Menlo Park Library	University of California Berkeley
Mercy High School	University of San Francisco
Mill Valley School District	West Sonoma County Union High School District
National Hispanic University	West Valley College
New Haven Unified School District	
Oakland Public Library	
Ohlone College	

**Sierra Valley**

Alpine County Schools Library	Lavender Library Los Rios Community College District
California Energy Commission	Modesto Junior College
Davis Joint Unified School District	Rio Linda Union School District
Empire Union School District	Sylvan Union School District
Kaiser Permanente Sacramento Valley Service Area Health Sciences Libraries	

### Arroyo Seco

Baldwin Park Unified School District  
Chaminade College Preparatory High School  
Citrus College  
Fuller Theological Seminary  
Getty Research Library  
Harvard Westlake School  
Inglewood Unified School District  
Jet Propulsion Library

Los Angeles Community College District  
Los Angeles County Law Library  
Pasadena Unified School District  
Ramona Convent Secondary School  
University of Judaism  
Whittier College

### Tierra del Sol

Alvord Unified School District  
CP Kelco  
El Centro Public Library  
Grossmont-Cuyumaca Community College  
District  
Hemet Public Library

National City Public Library  
National University  
The Preuss School  
San Diego County Library  
University of San Diego

### Heartland

California State University Fresno  
Fresno Unified School District  
Madera County Library  
Madera Unified School District  
Pine Ridge School  
Pleasant Valley State Prison

### Gold Coast

Interface Resource Research Library  
Nonprofit Support Center of Santa Barbara County  
St. John's Seminary  
Santa Barbara Historical Society  
Santa Maria Museum of Flight



**SIX-MONTH OBJECTIVES**  
**(February 16, 2001 – August 15, 2001)**  
**(adopted by the LoC Board, Feb. 16, 2001)**

**THREE-YEAR GOAL: *Achieve full implementation and funding of the Library of California Act and complete the transition from CLSA***

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**SIX-MONTH OBJECTIVES:**

- 1. By the conclusion of the April 2001 Board meeting, each Board member will distribute educational packets to at least three legislators and will participate in CLA Legislative Day activities.**
- 2. By the June 2001 Board meeting, the Legislative Committee will determine the appropriate role of staff, subject to legal and staff resource limitations, in developing legislative strategy and advocacy to the legislature, Governor's office, etc.**
- 3. At the June 2001 Board meeting, the Legislative Committee will present a strategy to build support for LoC funding among relevant constituencies.**
- 4. By the August 2001 Board meeting, staff and appropriate Board committees will develop plans for the transition of CLSA programs into LoC programs.**

**THREE-YEAR GOAL: *Promote public awareness and support of the Library of California***

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**SIX-MONTH OBJECTIVES:**

- 1. Beginning in March 2001 and ongoing thereafter, the Director of LoC will make Board members aware of upcoming events that promote the LoC Board's responsibilities.**
- 2. By the April 2001 Board meeting, President Dawe will establish an ad hoc Public Awareness Committee of two Board members and a staff liaison to work with the new CSL Information Officer.**
- 3. By the June 2001 Board meeting, the ad hoc Public Awareness Committee, in conjunction with the staff liaisons, will identify and present at least two LoC services that need to be promoted and ways of promoting them.**
- 4. By the August 2001 Board meeting, the ad hoc Public Awareness Committee, working with the CSL Information Officer, will ensure that LoC Board business cards will include the LoC mission statement (on the back of card).**

**THREE-YEAR GOAL: *Implement regional and statewide programs and services***

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**SIX-MONTH OBJECTIVES:**

- 1. At the April 2001 Board meeting, the Electronic Resources Consultant will propose to the Support Services Committee a statewide cooperative licensing service, including cost analysis, for immediate implementation and continuation for FY 2001-2002.**
- 2. By the June 2001 Board meeting, staff, working with the Support Services Committee, will review Regional Plans of Service and recommend funding for FY 2001-2002 to Regional Library Networks to partially implement (or continue partial implementation) of the seven designated areas of the Act.**
- 3. By the June 2001 Board meeting, the Electronic Resources Consultant will report to the Support Services Committee recommendations for the components of regional and statewide telecommunications with identified funding for 2001-2002.**
- 4. By the June 2001 Board meeting, the Bureau Chief will report to appropriate Board committees preliminary recommendations for BCPs for FY 2002-2003 to continue implementation of the identified LoC programs and services.**
- 5. By the August 2001 Board meeting, the CLSA Program Coordinator will provide to the Access Services Committee the results of the Direct Loan Handling Cost Study and recommend a process and timeline for implementing a statewide direct loan pilot program.**
- 6. At the August 2001 Board meeting, staff will provide to the Access Services Committee an initial draft of regulations on interlibrary loan and recommend a process and timeline for field review.**
- 7. At the August 2001 Board meeting, the CLSA Program Coordinator will report to the Access Services Committee on the completed the Interlibrary Loan Handling Cost Study, provide analysis of its outcomes and make recommendations for possible Board action.**
- 8. At the August 2001 meeting, the Director of LoC, working with the Resource Libraries Group, will report to the Access Services Committee on a proposed Statewide Resource Library Program and make recommendations for possible pilot projects with identified funding.**

**THREE-YEAR GOAL: *Establish an effective Board***

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**SIX-MONTH OBJECTIVES:**

- 1. By March 1, 2001, the President will talk with Board members who have been unable to attend meetings to determine if they want to continue as a Board member.**
- 2. Before April 1, 2001, the President and the CEO will encourage the Governor to fill the Board vacancies for the April Board meeting.**
- 3. By the April 2001 Board meeting, each Committee Chair, working with his/her Staff Liaison, will develop a draft mission/purpose statement for his/her committee.**
- 4. By the June 2001 Board meeting, the LoC Director will develop a proposed Board Training Plan (including funding for the training) for 2001-2002 to address needs identified in the November 2000 survey.**
- 5. By the June 2001 Board meeting, the Board President, Vice President and Assistant Bureau Chief will review the existing planning process and make recommendations to the Board on future planning processes.**

**LIBRARY OF CALIFORNIA BOARD MEETING SCHEDULE FOR 2001**

February 14-16, 2001	Riverside, Mission Inn
April 25-27, 2001	Sacramento
June 27-29, 2001	Fresno
August 15-17, 2001	San Diego
November 5-7, 2001	Long Beach

**CALENDAR OF MEETINGS/EVENTS/DEADLINES FOR 2001**

February 20	Heartland Regional Library Network Board, Tulare Public Library
February 20	Sierra Valley Library Network Council, Lodi
February 21	Golden Gateway Library Network Interim Board, San Francisco PL
February 22	Gold Coast Library Network Meeting
February 23	South State Cooperative Library System, Administrative Council
February 27	Gold Coast Library Network Executive Committee, Santa Barbara PL
February 27	Tierra del Sol Regional Library Network, *Board of Directors, Embassy Suites, Temecula
March 1	Gold Coast Library Network Board of Directors, Santa Barbara Botanic Garden
March 6	Heartland Regional Library Network Board of Directors, Visalia Library
March 7	Tierra del Sol Regional Library Network Council, Embassy Suites, Temecula
March 8	Arroyo Seco Library Network **Board of Directors
March 19	Arroyo Seco Library Network Council, Norwalk Marriott
March 22	Gold Coast Library Network Board of Directors, SBPL, Goleta Valley Branch
March 22	Metropolitan Cooperative Library System, Administrative Council, Glendale public Library
March 22	Serra Cooperative Library System, Administrative Council, Camarena Memorial Public Library, Calexico
March 23	Sierra Valley Library Network Council, Belle Cooledge Library, SPL
March 23	Cascade Pacific Library Network Board, Tehama County Library, Red Bluff
March 23	Cascade Pacific Library Network Council, Tehama County Library, Red Bluff
March 23	Inland Library System, Administrative Council, Riverside Public Library
March 30	North State Cooperative Library System Council and SAB, Orland Free Library
April 1-14	4 <sup>th</sup> 2000/2001 CLSA Direct Loan Sample Period
April 2	Tierra del Sol Regional Library Network Board of Directors, Temecula
April 5	Santiago Library System, Administrative Council, Newport Beach Public Library
April 9	Metropolitan Cooperative Library Network and Santiago Library System, Annual Joint Meeting, Azusa Women's Club
April 12	Arroyo Seco Library Network Board of Directors
April 15	3 <sup>rd</sup> Quarter ILL Claims due at State Library
April 19	Gold Coast Library Network Council, S. B. Museum of Natural History
April 23	4 <sup>th</sup> 2000/2001 CLSA Direct Loan Sample data due at State Library
April 25-27	Library of California Board Meeting, Sacramento

**Calendar 2001 continued**

May 1	CLSA Families for Literacy Applications for 2001/2002 postmarked to State Library
May 7	Tierra del Sol Regional Library Network Board of Directors, Temecula
May 10	Arroyo Seco Library Network Board of Directors
May 11	California Library Literacy Service Applications for 2001/2002 postmarked to State Library (libraries applying for first year funding)
May 17	Golden Gateway Library Network Membership Meeting
June 1	2001/2002 CLSA System Plans of Service postmarked to State Library
June 1	2001/2002 CLSA System Advisory Board rosters postmarked to State Library
June 27-29	Library of California Board Meeting, Fresno
July 15	4 <sup>th</sup> Quarter 2000/2001 ILL Claims due at State Library
July 26	Gold Coast Library Network Board of Directors (location pending)
July 31	2000/2001 final reports for CLLS postmarked to State Library
August 15	2000/2001 final reports for FFL postmarked to State Library
August 15-17	Library of California Board Meeting, San Diego
August 23	Gold Coast Library Network Board of Directors (location pending)
September 1	2000/2001 CLSA System Annual Reports, System Uniform Expenditure Reports and 2001/2002 System Uniform Budget Reports postmarked to State Library
September 27	Gold Coast Library Network Board of Directors (location pending)
September 30	CLSA California Library Literacy Service Matching Funds Certifications postmarked to State Library
October 15	1 <sup>st</sup> Quarter 2001/2002 ILL Claims due at State Library
October 25	Gold Coast Library Network Board of Directors (location pending)
November 5-7	Library of California Board Meeting, Long Beach
November 9	CLLS Plans of Service and Budgets for matching funds postmarked to State Library
December 6	Gold Coast Library Network Board of Directors (location pending)

\*Tierra del Sol Board of Directors normally meets first Monday of the month. The March 5<sup>th</sup> meeting was rescheduled to February 27<sup>th</sup>.

\*\*Arroyo Seco Board of Directors normally meets second Thursday of the month.